

## Vacations

Regular Full-time city employees are granted a paid vacation which accumulates at the rate of one working day per month of employment, or twelve days a year, for the first five years.

Vacation time starts adding up the day you're hired but **can't** be taken until after six months of probation.

After five years of continuous employment with the city, vacation time accumulates at the rate of 1.16 working days per month, or fourteen days a year.

After ten years of continuous employment with the city, vacation time accumulates at the rate of 1.41 working days per month, or seventeen days a year.

After fifteen years of continuous employment with the city, the rate of accumulation is 1.83 working days per month, or twenty-two days a year.

After twenty years of continuous employment with the city, vacation time accumulates at the rate of 2.083 working days per month, or twenty-five days a year.

Schedule your vacation well in advance with your department/ division head.

Resigning employees who give at **least ten (10) working days written notice** of their resignation and city employees who are terminated for cause are entitled to payment for vacation time accumulated but not yet taken, **providing they are not currently serving a probationary period.** For complete details, refer to Section 2.62.130 of the Murray City Municipal Code.